

## **2002 SGM Promotion Announcement Outline**

---

1. 2002 SGM Promotion List Announcement 20 May 02
2. 2002 SGM Promotion List 20 MAY 02
3. 2002 SGM Promotion Board Minority Report
4. Promotion Board Guidance
5. Pre-execution Checklist
6. School Request - SGM Academy (print for example)

DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 Jefferson Davis Highway  
Arlington, VA 22202-3231

NGB-ARZ-T

20 May, 2002

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: 2002 Title 10 Active Guard/Reserve (AGR) Sergeant Major Promotion Board Results

1. Reference:

a. 2002 Title 10 AGR Enlisted Promotion Board Announcement dated 5 February 2002.

b. NGR 600-200, Chapter 11

2. The 2002 Title 10 Sergeant Major promotion board was conducted the week of 22 April 2002, at Jefferson Plaza 1, Arlington, Virginia. All eligible First Sergeants and Master Sergeants currently on Title 10 orders and those assigned to the Title 10 Command Leadership Program were considered. The following information and forms are provided:

a. Enclosure #1 – Promotion Board Guidance

b. Enclosure #2 – Minority Report

c. Enclosure #3 – NCOES Request (DA Form 4187) & Pre-execution Checklist

d. Enclosure #4 – 2002 Sergeant Major Promotion List

3. The Sergeant Major Promotion Board considered 87 eligible First Sergeants and Master Sergeants each soldier is listed according to their Primary Military Occupational Specialty (PMOS) and ranked from the greatest number of points to the least.

4. Based upon current or projected available Sergeant Major control grades, eight (8) Master Sergeants will be recommended for promotion to Sergeant Major to meet the current and projected needs of the Title 10 AGR program.

5. After the initial release of this promotion list and prior to the release of the 2003 Title 10 Sergeant Major Promotion Board List, additional control grades may become available. If this proves to be the case, the 2002 Sergeant Major Promotion List will be updated and re-released reflecting additional promotion recommendations for Sergeant Major, per NGR 600-200, 11-43.

6. Promotion to Sergeant Major is based upon being in a promotable status, i.e.; availability of a control grade; assignment to a Sergeant Major/Command Sergeant Major authorized position and satisfying the NCOES requirement. Successful completion of the USASMA is necessary to make the promotion permanent per NGR 600-200, 11-56. Additionally, promotion to Sergeant Major also incurs a mandatory two-year service obligation.

7. The 2002 Title 10 AGR Sergeant Major Promotion Board List will be posted on the Army National Guard public website at: [www.ngb.army.mil](http://www.ngb.army.mil) under soldier resources, title 10, promotions.

NGB-ARZ-T

SUBJECT: 2002 Title 10 Active Guard/Reserve (AGR) Sergeant Major Promotion Board Results

8. Points of contact are:

a. Chief, Enlisted Staff Management, Title 10, SGM RG Halliday, DSN: 327-1405/COMM: 703-607-1405/FAX: -5972/e-mail: [robert.halliday@ngb.army.mil](mailto:robert.halliday@ngb.army.mil).

b. Enlisted policy, SGM Frank Yoakum, DSN: 327-3446/COMM: 703-607-3446/FAX: -5913/e-mail: [frank.yoakum@ngb.army.mil](mailto:frank.yoakum@ngb.army.mil).

FOR THE CHIEF, NATIONAL GUARD BUREAU:

4Encls  
as

//////////signed//////////  
OLIVER L. NORRELL III  
Colonel, NGB  
Chief, ARNG Staff Management  
Office

DISTRIBUTION:  
DARNG  
DDARNG  
"G" STAFF  
Division Chiefs  
CSM, ARNG  
[www.ngb.army.mil](http://www.ngb.army.mil)

2002 TITLE 10 AGR ENLISTED PROMOTION BOARD  
SERGEANT MAJOR  
13 May 2002

NAME	RANK	PMOS	TOTAL POINTS	SEQ #	CTRL GRD AV DATE	
SELITSCH, MICHAEL	MSG	11Z	850	6	1-Oct-02	
KING, MAURICE	MSG	11Z	831			
SHIFFER, ROCKLYN	MSG	11Z	831			
DENSON, WALTER	MSG	11Z	711			
EICHMAN, GUY	MSG	11Z	337			
STARR, ALBERT	MSG	11Z	260			
MASSEY, KENNETH	MSG	11Z	229			
PAXTON, DENNIS	MSG	12Z	545			
BOWMAN, DOUGLAS	MSG	13Z	783			
DANIELS, CHARLES	MSG	13Z	759			
BOYD, DOUGLAS	MSG	14Z	751			
GRIFFIN, MARC	MSG	14Z	701			
GRATTON, STEVEN	MSG	19K	842	8	1-Jan-03	
HOELLER, ROBERT	MSG	31Z	802			
DUPONT, DANIEL	MSG	63Z	854	5	1-Sep-02	
HOBBS, STEVEN	MSG	63Z	816			
LARSON, LARRY	MSG	71L	765			
POWELL, VERONICA	MSG	71L	715			
PADGETT, ANA	MSG	71L	696			
ZAVERDINOS, IRA	MSG	71L	115			
VLASAK, BECKY	MSG	73Z	777			
WYNTER, JERRAINE	MSG	73Z	760			
WHITE, JIMMY	MSG	73Z	743			
NEIFERT, JUDITH	MSG	73Z	731			
LEE, HARVEY	MSG	73Z	54			
TORKILDSON, IRENE	MSG	74Z	804			
CRUZ-ORTIZ, OLGA	MSG	74Z	789			
MASON, STACY	MSG	74Z	788			
GANGI, JOSEPH	MSG	74Z	775			
CHRISTMAN, EDWARD	MSG	74Z	164			
HUNNEL, MICHAEL	MSG	74Z	124			
TURNER, SHERRELL	MSG	74Z	123			
SKUODAS, KATHERINE	MSG	75H	874	1	1-Jun-02	
LOCKWOOD, SHERIANN	MSG	75H	873	2	1-Aug-02	
CARRION, NELSON	MSG	75H	808			
WEHR, VIV	MSG	75H	802			
ARCHIBALD, SHARON	MSG	75H	787			
SANTIAGO, EDGAR	MSG	75H	780			
WILLINGHAM, REGINA	MSG	75H	736			
SNYDER, WILLIAM	MSG	75H	612			

2002 TITLE 10 AGR ENLISTED PROMOTION BOARD  
SERGEANT MAJOR  
13 May 2002

NAME	RANK	PMOS	TOTAL POINTS	SEQ #	Control grade date	
CUEVAS, JENNIFER	MSG	79T	867	3	1-Aug-02	
CRYSTAL, TIM	MSG	79T	861	4	1-Aug-02	
KLIMOWICZ, LAUNA	MSG	79T	846	7	1-Nov-02	
KEIFFER, WILLIAM	MSG	79T	838			
FREDERICK, ANTHONY	MSG	79T	838			
TAYLOR, DAVID	MSG	79T	837			
EASLEY, SABRINA	MSG	79T	833			
COSSEL, ROBERT	MSG	79T	832			
WIMBERLEY, LARRY	MSG	79T	826			
WALKER, VERNON	MSG	79T	824			
BORDEN, STEVEN	MSG	79T	820			
TRIMBLE, DAVID	MSG	79T	812			
CONNERS, KEVIN	MSG	79T	811			
MOORE, WALTER	MSG	79T	811			
FORNEY, JO JYNN	MSG	79T	810			
FORNEY, BRIAN	MSG	79T	809			
JAY, JAMES	MSG	79T	804			
MARQUIS, RICHARD	MSG	79T	802			
OKANE, EDWARD	MSG	79T	800			
FORD, GREGORY	MSG	79T	798			
HARDY, KENNETH	MSG	79T	795			
PUTNAM, RAYMOND	MSG	79T	787			
WEST, LEONARD	MSG	79T	781			
BAUER, TODD	MSG	79T	781			
SZNURA, THOMAS	MSG	79T	780			
MIDDLETON, MICHAEL	MSG	79T	776			
RABON, WILBUR	MSG	79T	775			
SAVAGEAU, RICHARD	MSG	79T	768			
TERRY, TIMOTHY	MSG	79T	725			
REICHERT, BRUCE	MSG	79T	310			
KOSOBUCKI, MARK	MSG	79T	269			
MONK, ROBERT	MSG	79T	152			
BURTON, DERRICK	MSG	79T	71			
WALZ, ALLAN	MSG	91Z	826			
SMITH, JAMES	MSG	91Z	792			
HAHS, GUY	MSG	92Z	814			
STOCKFORD, GARY	MSG	92Z	790			
QUICK, DANIEL	MSG	92Z	790			
MIRABAL, DOMINGO	MSG	92Z	757			
GAUNA, DOMINGO	MSG	92Z	752			
SCALES, TERRY	MSG	92Z	737			
BOWCOCK, JOHN	MSG	92Z	682			
PARKER, RANDALL	MSG	93P	800			
MANNING, MICHAEL	MSG	93P	114			
SORENSEN, CHARLES	MSG	97Z	109			

2002 TITLE 10 AGR  
SERGEANT MAJOR PROMOTION BOARD  
30 April 2002  
Enclosure # 2

<u>TOTAL</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>%</u>
Caucasians	60	9	69	79%
Blacks	7	5	12	14%
Hispanics	3	1	4	5%
Other	1	1	2	2%
Total	71	16	87	100%

Top Third

Caucasians	21	6	27	93%
Blacks	1	1	2	7%
Hispanics	0	0	0	0
Other	0	0	0	0
Total	22	7	29	100%

Middle Third

Caucasians	23	2	25	86%
Blacks	1	2	3	10%
Hispanics	0	1	1	4%
Other	0	0	0	0
Total	24	5	29	100%

Bottom Third

Caucasians	20	2	22	76%
Blacks	5	2	7	24%
Hispanics	0	0	0	0
Other	0	0	0	0
Total	25	4	29	100%

## **PROMOTION BOARD GUIDANCE**

### **Enclosure # 1**

#### **1. General.**

a. You are going to consider soldiers recommended for promotion as prescribed by NGR 600-200, chapter 11, to the grade of SERGEANT MAJOR. These soldiers have been recommended by their commands for having met the minimum requirements for consideration and have not been formally denied consideration IAW NGR 600-200, chapter 11.

b. In determining whether these soldiers under consideration are qualified for promotion, you will be asked to review their individual records and determine their potential to be able to serve in positions of greater responsibility. You will be asked to apply your subjective capabilities to each soldier recommended and determine if they have the potential to meet the acceptable standards in the next higher grade.

c. Isolated examples of excellence or mediocrity should not be used as a sole determinant for selection or non-selection. However, non-selection may properly be based on a major disciplinary action or significant professional failure such as relief for cause, demonstrated cowardice, lack of integrity, or moral turpitude.

#### **2. The Noncommissioned Officer Evaluation Reporting System.**

a. This system is designed to measure and report a soldier's job knowledge, duty performance, and potential. The system consists of two parts, the Rater and Senior Rater evaluations.

b. The Noncommissioned Officer Evaluation Report (NCOER) is used to evaluate a noncommissioned officer's duty performance during a given period of time for a specific job and provides an estimate of potential. Examine each evaluation report in the file carefully. Particular attention should be given to the bullet comments. It is within the bullet comments that patterns of strengths and weaknesses over a period of time should appear.

(1) When evaluating the soldier's file, consider the length of time covered by each report and the consistency of ratings over time.

(2) Although all parts of the evaluation report are significant, pay particular attention to:

(a) The scope and degree of responsibility in terms of resources, people, facilities and dollars managed as outlined in the job description.

(b) Trends in professional ability and performance with special emphasis on the specifics of performance as they relate to the soldier's MOS and duty description. You

should also consider tactical and technical proficiency and the soldier's ability to communicate effectively.

(c) Specific potential recommendations by the rating officials.

(3) Review the NCOERs carefully. Study in detail the bullet comments to validate the rater and senior rater block marks. It is your responsibility to determine if the bullets fully justify the particular block that has been checked. A justified success rating (meets standard) indicates that the noncommissioned officer meets the standard of the grade. Substantiated incidents or explanation in the bullet comments should accompany excellence ratings. Another very important area of evaluation to consider is the soldier's Academic Evaluation Report (AER), DA Form 1059, for NCOES courses. Special attention should be given to soldiers who received superior ratings as this indicates they have demonstrated an ability that is significantly above the established standard.

3. Scope and Variety of Assignments: Consider the type of assignments the soldier has held. The essence of effective performance and potential is the application of sound leadership and management capabilities. You should, therefore, examine each candidate's past performance in all types of positions, both assigned and additional duties.

a. Pay particular attention to selection of individuals who have demonstrated their suitability for positions of responsibility at higher levels of command and whose performances have been consistently outstanding in a variety of assignments. Consider tactical and technical proficiency, communication skills, and administrative ability.

b. A variety of assignments at different levels are important. Consider the assignments the soldier has had in comparison, with the degree of responsibility held. You must note, however, that in many cases the soldier has little, if any, control over the type of assignment they receive. Also, certain MOSs have a tendency to place a soldier in a field of specialization which at times can lessen one's supervisory opportunity. There also are other restrictions based on the structure of the organization, geographical location of units and full-time employment assignment limitations for AGR soldiers and military technicians, all of which affect the types of assignments sergeants may seek.

c. It is essential that the Army have noncommissioned officers who are outstanding leaders in either troop or specialty areas. You must rank highly the best soldiers and, in your process, recognize that various jobs require different strengths, techniques and background experience.

d. Consider carefully the soldier's manner of performance in the following areas:

(1) Team leader, squad leader or section chief: Duty at the first level of leadership is one of the most professionally and personally rewarding challenges required of a noncommissioned officer. Successful completion of these duties is indicative of the



soldier's exceptional capability for higher levels of responsibilities and authority. Again, because of geographical and organizational structure concerns beyond the soldier's control, as well as the restrictions of serving in the Title 10 AGR Program, this type of duty may not have been available. In these cases, NCOIC of sections, units or teams in headquarters elements are frequently the challenges sought in lieu of squad or comparable size unit leadership assignments.

(2) Specialized and additional duties: Special duty or detail to additional duties such as Drill Sergeant, additional duty Retention NCO, unit sponsor team, Color Guard, and other similarly demanding duties should receive your special attention. Successful performance of these duties at this grade shows the soldier's potential. Board members must be aware that many soldiers in this category may not have had the opportunity for recent experience in more traditional leadership positions.

4. Administrative data contained in the Personnel Data file.

a. Board members have access to the records of all soldiers being considered for promotion to SERGEANT MAJOR.

b. The NGB Form 4101 is separated into two areas for the board to consider. The first area of consideration is the soldiers current performance in 7 areas. These areas are Military Appearance and Bearing; Responsibility and Accountability; Leadership; Communication Skills; Professional Attributes; Initiative; and Technical and Tactical Proficiency. The combined total weight given to these areas is 175 points. The second area the board is considering covers all of the above areas with the exception of Military Appearance and Bearing. The total weight given to these areas is 225 points. In total, the board will have up to total of 400 points in which to effectively rate the recommended soldiers.

c. The recommendations of this board will be for both promotion and school attendance in the required NCOES of the soldiers.

## Appendix H

### Unit Pre-Execution Checklist

## THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing soldiers for school attendance, while providing one single document, with appropriate attachments, for the training institutions. This checklist will be completed by appropriate unit personnel and verified and signed by the unit commander. Soldiers reporting for training must have a signed pre-execution checklist in his/her possession. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4 to provide the completed checklist.. After this time, soldiers will be returned to their unit.

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_  
typed or printed

UNIT: \_\_\_\_\_ DOR : \_\_\_\_\_

**COURSE TITLE:** \_\_\_\_\_ **START DATE:** \_\_\_\_\_

1 <sup>st</sup> line leader initials	Soldier's initials	PART-I----- Pre-execution (D-90 to D-1)
		Coordination between customer unit and TASS unit to identify the soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (if applicable)
		All required clothing/equipment IAW school/course info packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. ( ) (as required)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		School Mailing address/Telephone numbers received? (for family)
		Ten (10) copies of orders
		Transportation verified/approved (ticket picked up)
		Current/valid identification card
		ID tags (1 pair), Army Value Card/Tag
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts.
		_____ Notify soldier of requirement to take APFT and be weighed, as required.
Unit POC List:		
CDR    B: (       )                      H: (       ) _____		
1SG:   B: (       )                      H: (       ) _____		
FTM:   B: (       )                      H: (       ) _____		
Unit FAX: (       ) _____ Unit Email _____		

**Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.**

PART II- ROUTINE PREREQUISITES																					
TASK						REGULATION DATA						SOLDIER DATA									
Minimum Aptitude Score (ASVAB) (enter line score per DA Pam 611-21)						CO CL FA GM MM						CO CL FA GM MM									
						OF EL SC ST GT						OF EL SC ST GT									
Meets color vision requirements (if applicable, DA Pam 611-21)																					
Physical demand rating/profile (enter PULHES per DA Pam 611-21)						P	U	L	H	E	S			P	U	L	H	E	S		
DA Form 1059 for all previous required phases for phase/course attending (if applicable)						_____ School code _____ Date of completion _____ Course completed _____ Phase completed															
Soldier has current military and civilian vehicle operator license(s) (if applicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen)																					

PART III REQUIRED DOCUMENTS	
Security clearance (If applicable, attach as required)	
Permanent profile attendees have copy of MRB (P3,P4) results, with DA Form 3349 signed by his/her commander, and an Army doctor-approved alternate aerobic event for APFT (if applicable)	
All required waivers (if applicable)	
Other requirements (if applicable)	
<b>OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED</b>	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.**

\_\_\_\_\_  
**Commanding Officer (typed name)**

\_\_\_\_\_  
**Signature** **Date:** \_\_\_\_\_

Unit commanders will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites. Soldiers who report for training must have in their possession a completed pre-execution checklist, signed by the soldier and the unit commander. The Pre-execution checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-21 for MOSQ courses. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4. After this time, soldiers will be returned to their unit. The pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident SGM Course.

## PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 5, Section 3012; Title 10, USC, E.O. 9397.  
**PRINCIPAL PURPOSE:** Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).  
**ROUTINE USES:** To initiate the processing of a personnel action being requested by the soldier.  
**DISCLOSURE:** Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

<b>1. THRU (Include ZIP Code)</b> National Guard Bureau ATTN: ARZ-T (SGM Halliday) 1411 Jefferson Davis Highway Arlington, VA 22202-3231	<b>2. TO (Include ZIP Code)</b> National Guard Bureau ATTN: ART-I (MSG Hunt) 111 S. George Mason Drive Arlington, VA 22204-1382	<b>3. FROM (Include ZIP Code)</b>
--	---	-----------------------------------

### SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)	5. GRADE OR RANK/FMOS/AOC	6. SOCIAL SECURITY NUMBER
---------------------------	---------------------------	---------------------------

### SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_  
effective \_\_\_\_\_ hours, \_\_\_\_\_ 19 \_\_\_\_\_

### SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input checked="" type="checkbox"/> Service School ( <i>Enl only</i> )	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training ( <i>Enl only</i> )	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment ( <i>Enl only</i> )	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE
---	----------

### SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. **US Army Sergeant's Major Course: Resident**( ) **or Non-Resident** ( ) **for Calendar Year** \_\_\_\_\_ (year)

2. **Unit of Assignment:** \_\_\_\_\_ **Unit/Work Phone:** \_\_\_\_\_

3. **Home Mailing Address:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

4. **Personal Data: Date of Birth:** \_\_\_\_\_ **Date of Rank:** \_\_\_\_\_ **PEBD:** \_\_\_\_\_  
(yy/mm/dd) (yy/mm/dd) (yy/mm/dd)

**Status: M-Day** ( ) **Tech** ( ) **AGR** ( ) **Height/Weight:** \_\_\_\_\_ **Body fat require:** YES/NO (if yes, copy of DA Form 5500 must be enclosed)

**APFT Score :** \_\_\_\_\_ **Date of APFT :** \_\_\_\_\_  
(yy/mm/dd)

**Profile:** YES/NO - Temporary ( ) Permanent ( ) (if YES to either, a copy of DA Form 3349 must be enclosed)

**\*\*COORDINATION AND STATEMENT OF AGREEMENT MUST BE ENCLOSED W/THIS REQUEST**

### SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED
☐ RECOMMEND APPROVAL
☐ RECOMMEND DISAPPROVAL
☐ IS APPROVED
☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE
---	---------------	----------

**STATEMENTS OF AGREEMENT**

1. I understand that I am required to serve at least 24 months after graduation.

Soldier's initials \_\_\_\_\_

2. I have been counseled by \_\_\_\_\_ (Rank/Name of 1st line leader or Senior Enlisted advisor) and understand that if I fail to complete this course, I may be Barred from Reenlistment or Extension of Enlistment, or recommended for separation from service. I further understand that if I am a master sergeant or first sergeant, and I do not complete the course for reasons other than extreme hardship, I will be removed from the promotion list administratively and will not be eligible for future considerations for sergeant major nor to attend the course.

Soldier's initials \_\_\_\_\_

3. I understand that if I have been promoted to sergeant major conditioned upon my successful completion of the U.S. Sergeants Major Course that I will be reduced without board action or appeal if I fail to complete the course by not satisfying requirements, meeting standards, misconduct or withdrawal.

Soldier's initials \_\_\_\_\_

4. I have read and understand the requirements and related actions for the United States Army Sergeants Major Course.

Soldier's signature and date \_\_\_\_\_

Signature and date of Soldier's 1st line leader or Sr. Enlisted Advisor \_\_\_\_\_

**COORDINATION**

NGB CSM: \_\_\_\_\_

NGB-ARZ-T: \_\_\_\_\_

NGB-ART-I: \_\_\_\_\_